

BOARD OF FINANCE
JUNE 14, 2007

Present: Kathleen McGannon; George Areson; Marty Shapiro; Tom Tesoro; Russell Friedson; William Crooks; alternates Joanna Bruner and Alex Robinson

Also: Lynn Heim, Director of Finance; Dan Schopick, Town Attorney; Lynn Scully, Internal Auditor; Anthony Musto, Town Treasurer

The regular monthly meeting of the Board of Finance was called to order at 7:30 p.m. by Chairman Kathleen McGannon. All those present joined in the Pledge of Allegiance and a moment of silence to remember our service men and women stationed around the world.

Public Comments: None

George Areson moved to take Agenda Item 6/07/07 out of order; seconded by Tom Tesoro. Motion carried unanimously.

Alex Robinson excused herself and left the room.

6/07/07...Library...Transfer from 01070000-501101 Salaries, \$20,000 and 01070000-556601 Seminars/Conf., \$2,600 to 01070000-534402 Program Supplies, \$20,000; 01070000-534401 Office Supplies, \$2,500; 01070000-567703 Travel Reimbursement, \$100.

George Areson moved to approve as presented; seconded by Tom Tesoro.

Louis Sheehy, Acting Library Director and Arthur Kukla, Chairman, Library Board were present for discussion. Mr. Sheehy explained that the surplus in the salary account was due to the fact that the Library acted without a Director for nine months. All the funds in the account have been expended for the purchase of books. This additional money will enable the library to continue to enhance and improve the library collection. Additional funds need to be added to bring book collection up to where it should be. To date \$287,000 has already been spent. This is from private funds and town funds. \$13,000 has been encumbered to the end of the year.

Motion made by Russell Friedson to make following amendment; seconded by Bill Crooks:

Reduce Seminars/Conf. 01070000-556601 from \$2,600 to \$100 and decrease the \$2,500 to "0" in 01070000-534401 Office Supplies (As there are only a few weeks left in this fiscal year, purchases can be made next year.)

Amendment carries 6 – 0

Motion as amended carries 6 – 0

Approval of minutes of May 10, 2007: Motion made by George Areson to table until July meeting; seconded by Bill Crooks. Motion carried unanimously.

Treasurer's Report: Anthony Musto was present for discussion. We had budgeted 1.3 million dollars for this fiscal year. Interest income with the addition of May and June should reach 1.8 million dollars for 2007.

6/07/01...Can Board of Finance conduct operational audits on Town of Trumbull Departments? Present for this discussion was Sarah Galvan, Research Professor at UConn who did the research on this question.

The Board of Finance lacks the express authority to conduct financial and operational audits of the Town of Trumbull departments; however, they do have limited implied authority to conduct financial and operational audits of town departments so long as such audits are necessary to fulfill duties or exercise powers which the Board of Finance has expressly received from the Town Charter or state law.

The Charter grants auditing powers to the Town Council and the Director of Finance and investigatory powers to the Town Council and the Ethics Commission. The Charter does not grant such powers to the Board of Finance.

CT Statutes grant broad-ranging powers to boards of finances none of which includes the power to audit town departments. Boards of Finance prescribe the method by which all books, records and accounts of the town shall be kept. It allows the board to tell departments how to keep their records – does not imply that an audit is necessary.

The appropriate body to have an internal auditor on staff and to conduct audits of town departments is the Town Council.

When asked if that power could be delegated by the Town Council to the Board of Finance and would it be a legitimate exercise of power, Ms. Galvan replied, "Unless there is a provision in the Municipal Audit Act, state law or the town charter, this would be an acceptable way for the Board of Finance to have that authority."

A list of avenues that could be taken would be 1) amend the town charter; 2) ask Town Council to delegate that power; 3) case by case which may limit your ability to see what the problems are; and 4) change the way you require town departments to keep their records.

The simplest method would be to have the Town Council delegate their authority. A resolution should probably be passed spelling out the reason why such an audit is necessary and indicate which granted power or duty is implicated by the proposed exercise of auditing power.

Recess 8:40 p.m. – 8:55 p.m.

6/07/02...Appropriate from Unreserved Fund Balance the sum of \$50,000 to 01013800-581885 Purchase of Land \$50,000 for the purpose of purchasing a parcel of land known as Lot No. 32 West Lake Road.

It was moved by George Areson; seconded by Tom Tesoro.

This request was made by the Town Council to the First Selectman. Town Attorney Schopick explained that the purchase has already been approved by the Town Council, and Planning & Zoning. This Board approved the financing by bonding. The purpose here is to take the money out of the General Fund. The question had been asked by the Town Council if it didn't make more sense to take the money out of the General Fund rather than bonding. Sale to become final shortly.

Motion fails 1 – 5

6/07/03...Fire Marshal...Transfer from 01022800-567703 Travel Reimb. \$100; 522205 Program Expense \$100; 556602 Prof. Dev./Assn.Dues \$275; 522203 Ancillary \$150; 578802 Maint/Rep. \$680; 556603 Inservice \$1,600 to 01022800-534402 Program Supplies \$550; 556602 Prof.Dev.-Publication \$75; 581888 Capital Outlay \$680; 556601 Seminars/Conf. \$1,600.

It was moved by George Areson; seconded by Tom Tesoro to approve as presented.

The Fire Marshal is trying to do her purchasing from the proper accounts. Starting July 1st she will stand by her proposed budget. The \$1,600 for Seminars was for a seminar sponsored by the National Fire Protection Assoc. This organization writes all the fire codes that the fire marshal must abide by.

Motion carries unanimously 6 – 0

6/07/04...Tax Assessor...Transfer from 01011600-501101 Salaries/FT, \$1,782; 556601 Prof. Dev. Seminars, \$112 to 01011600-501105 Salaries/Overtime \$1,582; 501102 Salaries/PT \$200; 567703 Travel Reimbursement \$112.

It was moved by George Areson; seconded by Tom Tesoro to approve as presented.

Motion carries unanimously 6 - 0

6/07/05...Registrars...Appropriate from Unreserved Fund Balance the sum of \$9,766 to 01010800-501101 Salaries/FT \$2,324; 501105 Salaries/OT \$541; 522202 Serv/Fees-Prof. \$1,275; 522203 Serv/Fees Ancil. \$4,569; 522205 Program Expense \$195; 590014 Telephone \$862.

These deficits were due to the Special Election.

It was moved to approve as presented by George Areson; seconded by Tom Tesoro.

It was moved by Russ Friedson; seconded by Tom Tesoro to amend Unreserved Fund Balance of \$9,766 by \$2,000 to \$7,766 and to transfer out of 01010800-581888 Capital Outlay \$2,000 (this was to have been to repair a voting machine and was not used).

Amendment carries 5 – 0 – 1 (Shapiro)

Motion as amended carries unanimously 6 – 0

6/07/06...Emergency Mgmt...Transfer from 01023400-501102 Salaries/PT the sum of \$6,225 to 01023400-534402 Program Supplies to purchase 40 plastic barricades @\$100/ea.; 5 collapsible stop signs @\$95/ea.; 5 collapsible detour signs @\$110/ea. And 10 sign stands @\$120/ea.

It was moved to approve as presented by George Areson; seconded by Tom Tesoro.

Motion carries unanimously 6 – 0

6/07/08...Building...Transfer from 01023200-522204 Serv/Fees \$250; 01023200-556602 Prof.Dev/Assn.Dues \$285 to 01023200-501888 Uniform Allowance \$535 to cover shortfall in account due to the purchase of jackets and shirts for blight officer.

It was moved by George Areson; seconded by Tom Tesoro to approve as presented.

It was noted that uniforms are not part of the union contract.

Motion fails 0 – 6.

6/07/09...Board of Finance...Appropriate from Unreserved Fund Balance the sum of \$271 to 01011400-545501 Legal Notices \$252; 01011400-556601 Seminars/Conf. \$19.

It was moved by George Areson; seconded by Tom Tesoro to approve as presented.

Motion carries unanimously 6 – 0.

6/07/10...Town Clerk...Transfer from 01013600-578803 Mntnce/Rep. \$78 to 01013600-578801 Serv. Contract \$78.

It was moved by George Areson; seconded by Tom Tesoro to approve as presented.

Motion carries unanimously 6 – 0

6/07/11...Vital Statistics...Transfer from 01040200-578803 Mntnce Rep \$48 to 01040200-522205 Program Supplies \$48.

Appropriate from Unreserved Fund Balance the sum of \$84 to 01040200-522205 Program Supplies \$84.

It was moved to approve as presented by George Areson; seconded by Tom Tesoro.

Motion carries unanimously 6 – 0

Internal Auditor's Report...Lynn Scully reported that she has completed her review of the Trumbull Day Commission accounts. Much time was spent reconciling their records. Also, she is in the process of writing up the Motor Vehicle audit and hopes to have it completed by July.

Motion by Russell Friedson to adjourn; seconded by Tom Tesoro.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gail Bokine, Clerk